

Guidance for Cruise Ship Registration – 2014 Season!

Step by Step Document

This document will assist you in completing the new online registration process. If you need further assistance with the online registration process, please contact John Randolph at 907-465-5307

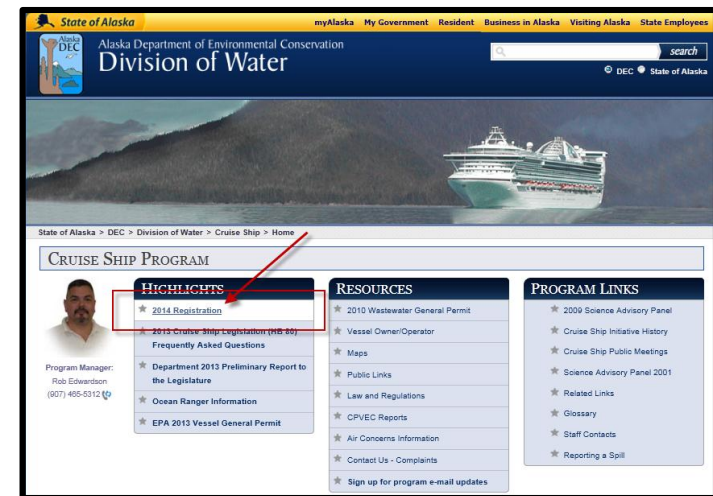
Cruise Ship Registration 2014

1

Go to the Cruise Ship Program Home page:

http://www.dec.state.ak.us/water/cruise_ships/index.htm

Select the “**2014 Cruise Ship Registration**” link under “**Highlights**”



2

Please review the documents and attachments on this page. Be sure to mark the dates various items are due.

When ready to begin the online registration process, click on the “**Register Now**” button.

2014 SCHEDULE AND DESCRIPTION OF CPVEC REQUIREMENTS				
FILE	PLANS	AUTHORITY	DUE DATE	UPDATED
	2013 Quality Assurance Project Plan (QAPP)	AS 46.03.465(d), 18 AAC 69.025	March 1, 2014	4/17/13
	Non-hazardous Solid Waste Offloading and Disposal Plan	AS 46.03.475(e) (1), 18 AAC 69.035	March 1, 2014	
	Hazardous Waste and Substance Offloading Plan	AS 46.03.475(e) (2), 18 AAC 69.040	March 1, 2014	
	Vessel Specific Sampling Plan (VSSP)	18 AAC 69.030	21 days before sampling as required under AS 46.03.465	11/15/13
	Environmental Compliance Fee (calculated as part of online registration)	AS 46.03.480, 18 AAC 69.015	June 1, 2014	
	Vessel Voyage Report	18 AAC 69.015(5)	Nov 15, 2014	
	Deviation Report	18 AAC 69.065	Nov 15, 2014	
FILE	REGISTRATION (NEW!)	AUTHORITY	DUE DATE	UPDATED
	2014 Registration "Step by Step"			1/6/14

NOTE: Please review the 2014 Online Registration Step by Step document before proceeding to fill out the online registration.

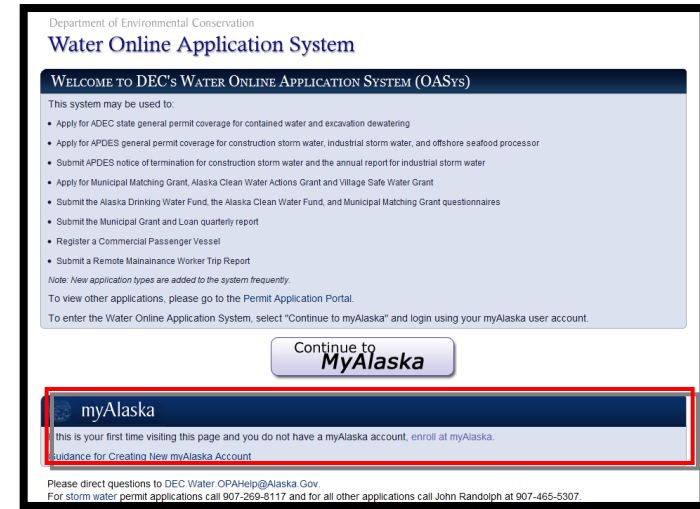
[Complete Registration Online](#)

3

From the OASys home page, you can continue to your application by clicking the **“Continue to MyAlaska”** button.

TIP:

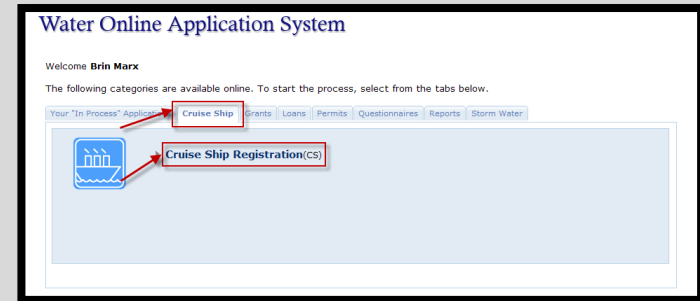
OASys requires an active myAlaska account. If you do not have a myAlaska account, you can create one by following the steps outlined in the **“myAlaska”** box at the bottom of the page.



4

You will arrive at the Water Online Application system, ready to fill in the registration!

Select the **“Cruise Ship”** tab from the available categories. Once on the Cruise Ship tab, click on the **“Cruise Ship Registration”** link.



5

Step 1 asks a series of question on the name of the cruise ship and the number of passengers and voyages for the 2014 cruise season.

Fill out the information on this page as completely as possible.

TIP:

Questions with a Star (*) next to them are required.

T
I
P

When finished with a step, go to the next page by selecting the **“Save & Continue”** button in the lower right corner.

TIP:

At any time, you can logout, and your information will be saved.

NOTE: Changes to the current page are not saved until you hit **“Save & Continue”**.

T
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P

You can also select the “**Overview**” button at the bottom of any page to review your information and to edit previously entered information.

Cruise Ship Registration

Submission Process Step Timeout: 20:59
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

Step 1 1 2 3 4 5

Facility Information

Purpose
 The Department uses the information that you enter in this step to calculate your Environmental Compliance fee, and your Ocean Ranger fee if it applies. Both fees are based on passenger capacity, determined with reference to the number of lower-berths. The Environmental fee is a flat per-voyage fee. The Ocean Ranger fee is \$4 per voyage for each lower-berth, and applies only to large commercial passenger vessels (250 or more passenger capacity).

Read the linked 2014 Registration letter for your size of vessel. The letters contain additional requirements for cruise ship operators.
 Large Vessel Registration Letter
 Small Vessel Registration Letter
 More links for Owners and Operators

* indicates required field.

Tracking #:	2013CS0060	Facility:		Type:	Cruise Ship Registration
Vessel Name	*	My Vessel			
Call Sign	*				
Port of Registry	*	Alaska			
Number of Voyages	*	12			
Total Passenger Capacity based on lower berths	*	2250			
Vessel Size Range	*	2000-2499 passengers (\$2250)			

Overview **Save & Continue**

6

Step 2 allows you to add contacts to your registration. Read the directions carefully on this page and completed the required information.

Contact information is required for the following roles:
Vessel Owner, Vessel Operator, Alaskan Agent, and Billing Contact.

NOTE: You may make multiple selections for a single contact if they fill more than one role.

State of Alaska myAlaska My Government Resident Business in Alaska Working in Alaska State Employees

Alaska Department of Environmental Conservation
Division of Water Search

State of Alaska > DEC > Online Services > Water Online Application System

Cruise Ship Registration

Submission Process Step Timeout: 29:53
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

Step 2 1 2 3 4 5

Contact Details

1. This Contact is the...
You may make multiple selections if this person fills more than one role

2. Contact Information...

Tracking # **Your Application**

1. This Contact is the...

☐ Vessel Owner*

☐ Alaskan Agent*

☐ Billing Contact*

☐ Vessel Operator*

2. Contact Information...

Contact Name: *

Contact Title: *

Organization Name: *

Mailing Address: *

City, State, ZIP: * AK

Country: * USA

Phone: *

Fax: *

e-Mail Address: *

Web Site:

Cancel **Save**

Previous **Overview** **Save & Continue**

7

Step 3 asks whether or not your cruise ship will discharge in Alaska waters.

If you choose “Yes,” please also answer the next two questions.

8

Step 4 gives you the option to submit any required or optional attachments online.

Please read the directions carefully on this page.

NOTE: Some attachments are required, but may also be submitted via email, fax, traditional mail, or hand delivered to the DEC office in Juneau.

9

Step 5 will allow you to enter any additional comments or important information about your registration.

Cruise Ship Registration

Submission Process Step Timeout: 29:56
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

Step 5: Comments and Descriptions

Purpose
This step will allow you to enter any additional or important information about your application. * indicates required field.

Tracking #: 2012CS0042 Facility: My Vessel Type: Cruise Ship Registration

Application Comments and Descriptions
Please enter any comments or descriptions that may assist in the processing of your application.

Previous Overview Save & Continue

10

The “**Application Overview**” page (Step 6) gives you an opportunity to review and edit what you have entered so far.

To change any information in a section, select the Edit button that corresponds to that section.

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

Alaska Department of Environmental Conservation
Division of Water

State of Alaska > DEC > Online Services > Water Online Application System

Cruise Ship Registration Overview

Step 6

Purpose
Please review the information you have entered. If any information is incorrect, click the appropriate section header 'Edit' button to return to that section and edit your data. If the information is correct, click the "Continue" button below to proceed to the Signature and Payment Options page.

NOTE: Your information has been saved; you may also exit the system and return later to finalize it.

Tasks: Print For Your Records

- 1. Complete Steps
- 2. Sign
- 3. Pay Fees (\$123,576)
 - Environmental Compliance Fee: \$27,000
 - Ocean Ranger Fee: \$96,576

Usage Tips:
Red items to the left indicate tasks that have yet to be completed. You must complete every item from the task list before DEC will process your submittal.

Your Current Application:

Tracking #: 2012CS0042 Facility: My Vessel Type: Cruise Ship Registration

Facility Information	Details	Edit
Vessel Name	My Vessel	
Call Sign		
Port of Registry	Alaska	
Number of Voyages	12	
Total Passenger Capacity based on lower berths	2012	
Vessel Size Range	2000-2499 passengers (\$2250)	

11 After all information is entered, you will need to sign and pay for the registration. A check will appear next to task **“1. Complete Application Form”** if the application is complete and ready to be signed and/or paid.

To go to the Sign and Pay page, select either:

“2. Sign” or
“3. Pay Fees”.

You can also click on the **“Continue”** button at the bottom of the page.

This screenshot shows the 'Step 6' overview page. At the top, there's a progress bar with six steps, where step 6 is highlighted. Below this, the 'Purpose' section explains that the user should review the information and click 'Continue' to proceed to the signature and payment page. A 'NOTE' states that information has been saved. A 'Tasks' section lists three items: '1. Complete Steps' (checked), '2. Sign', and '3. Pay Fees (\$2,100)' (with sub-items for Environmental Compliance Fee and Ocean Ranger Fee). A 'Usage Tip' on the right indicates that red items indicate tasks yet to be completed. A 'Print For Your Records' button is also visible.

This screenshot shows the 'Comments and Descriptions' page. It has tabs for 'Comments and Descriptions' and 'Details'. Below the tabs, there are three buttons: 'Copy to New Application', 'Home', and 'Continue'. The 'Continue' button is circled in red.

12 The **“Final Steps”** page gives you the following options:

1. Print, Sign and submit a Hard-Copy signature Page
2. Pay for this Application
3. Invite another party to Sign and/or Pay for this Application


This screenshot shows the 'Final Steps' page. It includes a 'Purpose' section with congratulations and instructions. The 'Current Status' is 'Completed and Not Signed, Not Paid'. A 'Please Note' states that the application will not be processed until signed and fees are paid. Below this, there's a table with tracking information: Tracking # (2010CS0056), Facility (My Vessel), and Type (Cruise Ship Registration). The 'I would like to...' section lists three options: 'Print, Sign and Submit a Hard-Copy Signature Page' (with an icon of a document and a checkmark), 'Pay for this Application' (with an icon of a document and a checkmark), and 'Invite another party to Sign and/or Pay for this Application' (with an icon of three people).

13 Signing

Select either the **“Print, Sign...”** option; or, if another party such as the vessel owner will sign and/or pay, select the **“Invite another party...”** option.


Cruise Ship Registration Signature Pages must be notarized and the ORIGINAL notarized hard-copy mailed or delivered to the Juneau DEC office.

After signing, you will receive a confirmation email.



[Print, Sign and Submit a Hard-Copy Signature Page](#)
Use this signature option to print a hard-copy version of the application signature submitted to DEC via traditional mail, fax, or hand delivered to the DEC office in validation is required to sign using this option, but your application will not be processed until a hard-copy signature (and fee payment) has been received by DEC.

OR




[Invite another party to Sign and/or Pay for this Application](#)
This option will allow you to extend the signing and/or paying privilege to anyone on a computer. Upon completion of this process, an instructional e-mail containing a link to the application will be sent to anyone invited. You retain the right to sign and/or pay at any time, but you must complete these required final steps in the application process.

14 Finally, pay for the application using Electronic Funds transfer by selecting the **“Pay for this Application”** hyperlink.

After paying, you will receive a confirmation email.

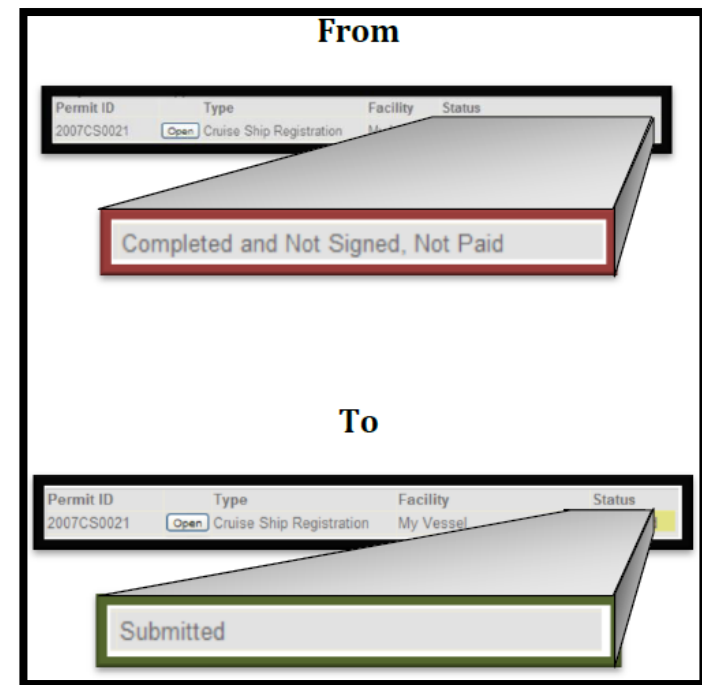
NOTE: It is also acceptable to mail a check to DEC.



[Pay for this Application](#)
Use this option to pay your application fee(s) through the Payment Center. It's fast, easy and secure.

15 Once DEC has received your notarized signature page, we will begin to process your registration.

Note that once the signature page has been marked as received in the online application system and payment has been received by DEC, the status of your application will change to **“Submitted”** on your Online Application home page.



For assistance, please call

Ed White at 907-465-5138, or
John Randolph at 907-451-5307